Reserve Component Food Service

DD FORMS 1544

CASH MEAL PAYMENT

SHEETS

Reserve Component Food Service

DD 1544 Briefing

Regulatory Requirements

AR 30-22 The Army Food Program

DA PAM 30-22 Operating Procedures

for the Army Food Program

Reserve Component Food Service

Responsibilities for issue and maintenance

of DD Forms 1544

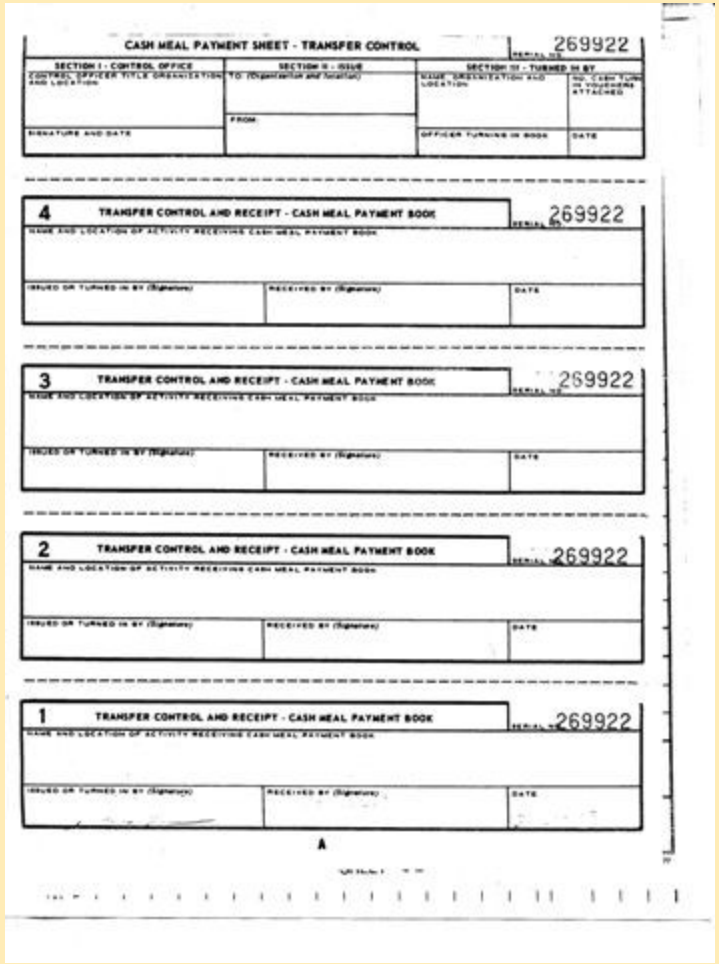
Transfer of DD Form 1544 Book

Issue of single DD 1544 Sheet

Closing of DD Form 1544 after meal

Receipt of single sheet with cash collection

Reserve Component Food Service



CASH MEAL PAYMENT SHEET - TRANSFER CONTROL 269922

SECTION I - CONTROL OFFICE | SECTION II - ISSUE | SECTION III - TURNED IN BY

4 TRANSFER CONTROL AND RECEIPT - CASH MEAL PAYMENT BOOK 269922

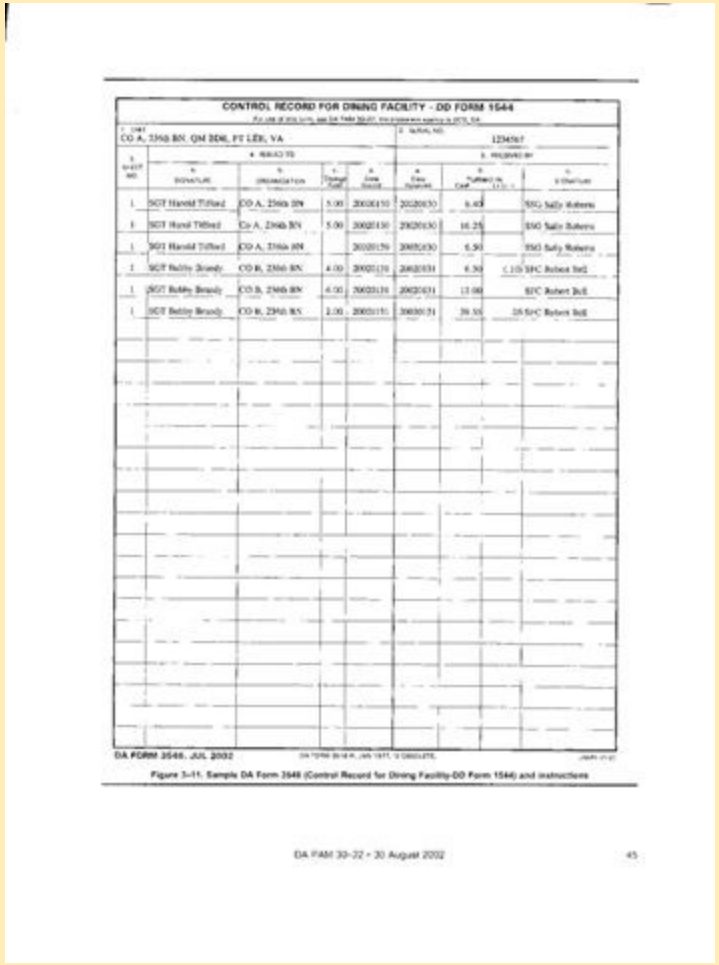
3 TRANSFER CONTROL AND RECEIPT - CASH MEAL PAYMENT BOOK 269922

2 TRANSFER CONTROL AND RECEIPT - CASH MEAL PAYMENT BOOK 269922

1 TRANSFER CONTROL AND RECEIPT - CASH MEAL PAYMENT BOOK 269922

A

Reserve Component Food Service



CONTROL RECORD FOR DINING FACILITY - DD FORM 1544

CO A, 336th BN, QM BDE, FT LEE, VA

DA FORM 3646, JUL 2002

Figure 3–11. Sample DA Form 3646 (Control Record for Dining Facility-DD Form 1544) and instructions

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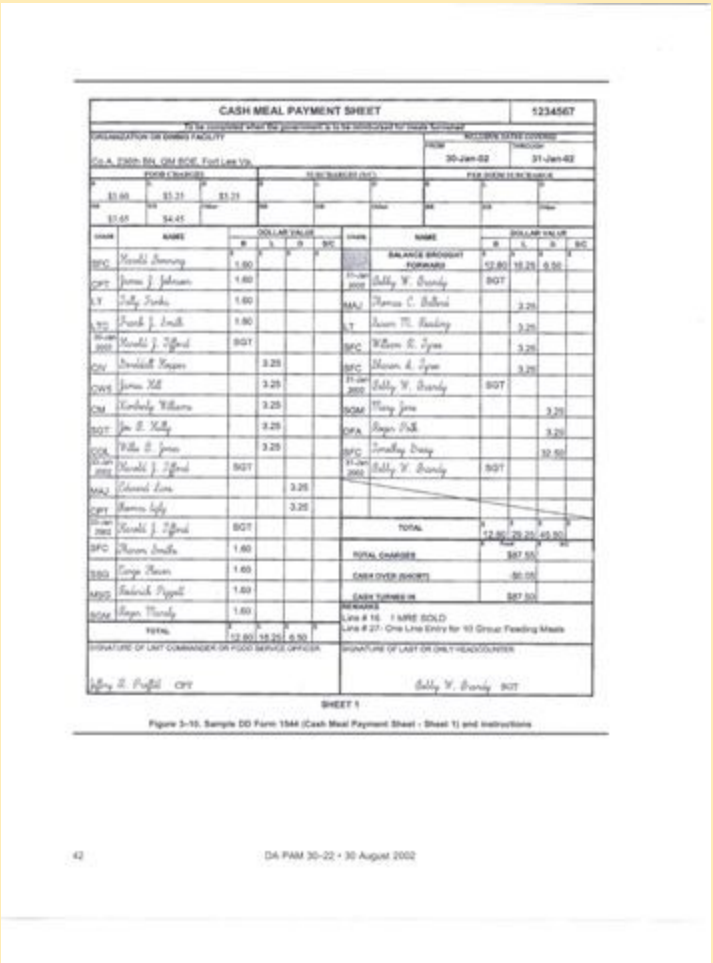

CASH MEAL PAYMENT SHEET 1234567

30-Jan-02 31-Jan-02

GRADE	NAME	DOLLAR VALUE B	L	D	SPC
SFC	Verdi Sweeney	1.60			
CPT	James J. Johnson	1.60			
LT	Sally Forth	1.60			
SSG	Frank J. Smith	1.60			
31-Jan-2001	Verdi J. Alford	SGT			
CIV	Deborah Mason		3.25		
CW3	James Hill		3.25		
CIV	Kimberly Williams		3.25		
SGT	Jon B. Kelly		3.25		
COL	Willie B. Jones		3.25		
31-Jan-2001	Verdi J. Alford	SGT			
MAJ	Edward Lion			3.25	
CPT	Warren Lyly			3.25	
31-Jan-2001	Verdi J. Alford	SGT			
SFC	Warren Smith	1.60			
SSG	Tonya Mason	1.60			
MSG	Frederick Piggott	1.60			
NCM	Roger Moody	1.60			
TOTAL		12.80	16.25	6.50	

GRADE	NAME	DOLLAR VALUE B	L	D	SPC
	BALANCE BROUGHT FORWARD	12.80	16.25	6.50	
31-Jan-2001	Billy W. Brandy	SGT			
MAJ	Marcia C. Bellard		3.25		
LT	Susan M. Reading		3.25		
SFC	Wilson E. Tyson		3.25		
SFC	Warren E. Tyson		3.25		
31-Jan-2001	Billy W. Brandy	SGT			
NCM	Mary Jane			3.25	
CPT	Roger Polk			3.25	
SFC	Timothy Drury			32.50	
31-Jan-2001	Billy W. Brandy	SGT			
TOTAL		12.80	28.25	45.50	

TOTAL CHARGES $87.55

CASH OVER (SHORT) $0.05

CASH TURNED IN $87.50

REMARKS
Line # 16 - 1 MRE SOLD
Line # 27 - One Line Entry for 10 Group Feeding Meals

SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER: Jeffrey E. Proffitt CPT

SIGNATURE OF LAST OR ONLY HEADCOUNTER: Billy W. Brandy SGT

SHEET 1

Figure 3-10. Sample DD Form 1544 (Cash Meal Payment Sheet - Sheet 1) and instructions

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CASH MEAL PAYMENT SHEET REGISTER — SERIAL NO. 00000

ORGANIZATION: Co. A, 216TH BN, QM BDE

INSTALLATION: Fort Lee, VA 23801

	ISSUED TO: SIGNATURE	ISSUED TO: ORGANIZATION	DATE ISSUED	DATE RE-TURNED	CASH AMOUNT COLLECTED	REC'D BY	VOUCHER NO
1	SFC D. F. BOONE	CO A 216TH BN	22 JUN	23 JUN	$ 16.05	DJS	1634
2	SFC D. F. BOONE	CO A 216TH BN	23 JUN	24 JUN	$ 8.95	DJS	1634
3	SFC D. F. BOONE	CO A 216TH BN	24 JUN				
4							
5							
6							
7							
8							
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22							
23							
24							
25							

(Page B of DD Form 1544)

Figure 3-12. Sample Page B of DD Form 1544 (Cash Meal Payment Sheet Register)

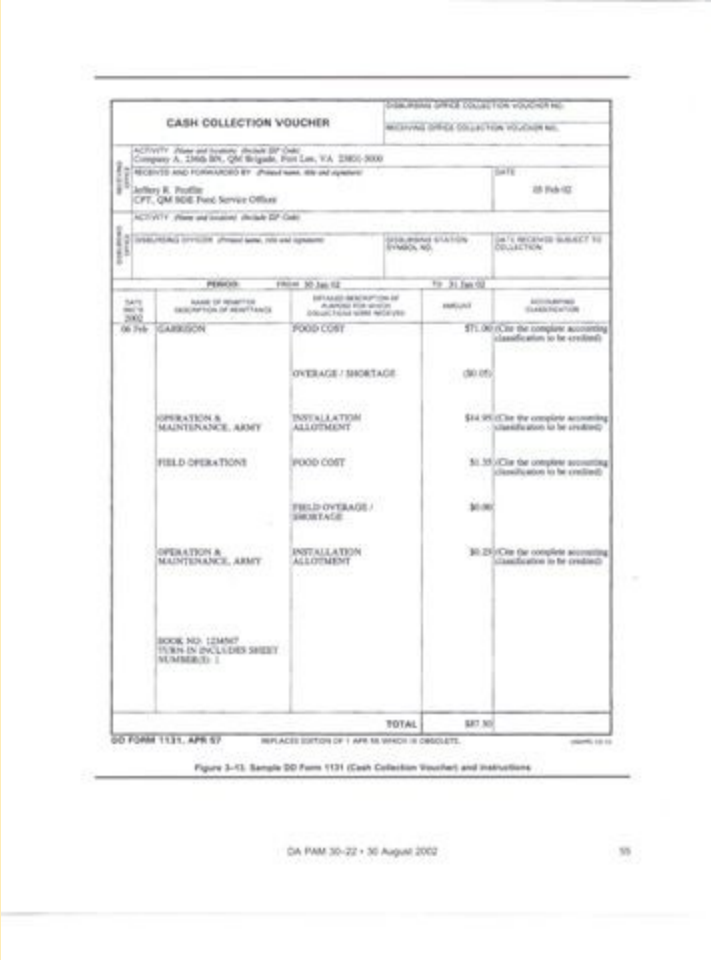
Reserve Component Food Service

Safeguarding of DD Forms 1544 in garrison and in field location

Procedures for turn in of cash

Procedures for turn in of completed DD Form 1544 Cash Meal Payment Book

Reserve Component Food Service



CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NO.

RECEIVING OFFICE COLLECTION VOUCHER NO.

RECEIVING OFFICE

ACTIVITY (Name and location) (Include ZIP Code)
Company A, 134th BN, QM Brigade, Fort Lee, VA 23801-5000

RECEIVED AND FORWARDED BY (Printed name, title and signature)
Jeffery R. Postlle
CPT, QM 92E Food Service Officer

DATE
05 Feb 02

DISBURSING OFFICE

ACTIVITY (Name and location) (Include ZIP Code)

DISBURSING DIVISION (Printed name, title and signature)

DISBURSING STATION SYMBOL NO.

DATE RECEIVED SUBJECT TO COLLECTION

PERIOD: FROM 30 Jan 02 TO 31 Jan 02

DATE REC'D (YYMMDD)	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
06 Feb	GARRISON	FOOD COST	$71.00	(Cite the complete accounting classification to be credited)
		OVERAGE / SHORTAGE	($0.05)	
	OPERATION & MAINTENANCE, ARMY	INSTALLATION ALLOTMENT	$44.95	(Cite the complete accounting classification to be credited)
	FIELD OPERATIONS	FOOD COST	$1.35	(Cite the complete accounting classification to be credited)
		FIELD OVERAGE / SHORTAGE	$0.00	
	OPERATION & MAINTENANCE, ARMY	INSTALLATION ALLOTMENT	$0.25	(Cite the complete accounting classification to be credited)
	BOOK NO: 12MN07 TURN-IN INCLUDES SHEET NUMBER(S): 1			
		TOTAL	$87.30	

DD FORM 1131, APR 87 REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE. USAPPC V2.00

Figure 3–13. Sample DD Form 1131 (Cash Collection Voucher) and instructions

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Reserve Component Food Service

COMPLETING A DD FORM 1544

Read the inside cover of the DD Form 1544

Headcounter instructions must be thorough

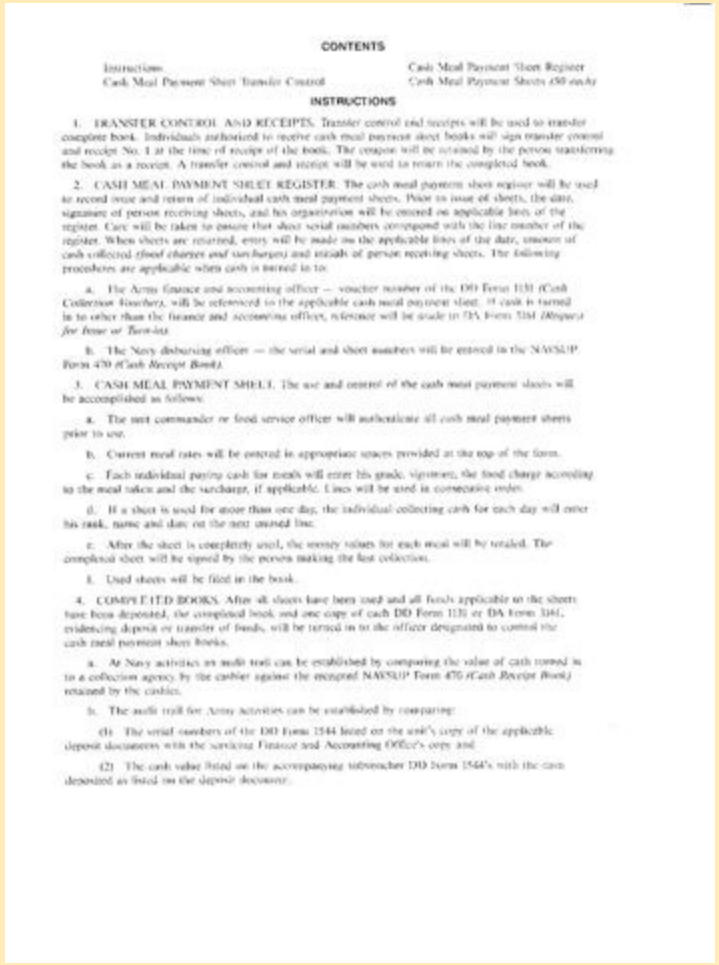
Closing out the sheet after the meal is finished

Headcounter turns in cash and change fund

Securing of cash sheet and monies

Turning in cash and DD 1544 at end of IDT

Reserve Component Food Service



CONTENTS

Instructions — Cash Meal Payment Sheet Register
Cash Meal Payment Sheet Transfer Control — Cash Meal Payment Sheets (50 each)

INSTRUCTIONS

1. TRANSFER CONTROL AND RECEIPTS. Transfer control and receipts will be used to transfer complete book. Individuals authorized to receive cash meal payment sheet books will sign transfer control and receipt No. 1 at the time of receipt of the book. The coupon will be retained by the person transferring the book as a receipt. A transfer control and receipt will be used to return the completed book.

2. CASH MEAL PAYMENT SHEET REGISTER. The cash meal payment sheet register will be used to record issue and return of individual cash meal payment sheets. Prior to issue of sheets, the date, signature of person receiving sheets, and his organization will be entered on applicable lines of the register. Care will be taken to ensure that sheet serial numbers correspond with the line number of the register. When sheets are returned, entries will be made on the applicable lines of the date, amount of cash collected (food charges and surcharges) and initials of person receiving sheets. The following procedures are applicable when cash is turned in to:

a. The Army finance and accounting officer — voucher number of the DD Form 1131 (Cash Collection Vouchers), will be referenced to the applicable cash meal payment sheet. If cash is turned in to other than the finance and accounting officer, reference will be made to DA Form 3161 (Request for Issue or Turn-in).

b. The Navy disbursing officer — the serial and sheet numbers will be entered in the NAVSUP Form 470 (Cash Receipt Book).

3. CASH MEAL PAYMENT SHEET. The use and control of the cash meal payment sheets will be accomplished as follows:

a. The unit commander or food service officer will authenticate all cash meal payment sheets prior to use.

b. Current meal rates will be entered in appropriate spaces provided at the top of the form.

c. Each individual paying cash for meals will enter his grade, signature, the food charge according to the meal taken and the surcharge, if applicable. Lines will be used in consecutive order.

d. If a sheet is used for more than one day, the individual collecting cash for each day will enter his rank, name and date on the next unused line.

e. After the sheet is completely used, the money values for each meal will be totaled. The completed sheet will be signed by the person making the last collection.

f. Used sheets will be filed in the book.

4. COMPLETED BOOKS. After all sheets have been used and all funds applicable to the sheets have been deposited, the completed book and one copy of each DD Form 1131 or DA Form 3161, evidencing deposit or transfer of funds, will be turned in to the officer designated to control the cash meal payment sheet books.

a. At Navy activities an audit trail can be established by comparing the value of cash turned in to a collection agency by the cashier against the encircled NAVSUP Form 470 (Cash Receipt Book) retained by the cashier.

b. The audit trail for Army activities can be established by comparing:

(1) The serial numbers of the DD Form 1544 listed on the unit's copy of the applicable deposit documents with the servicing Finance and Accounting Office's copy and

(2) The cash value listed on the accompanying subvoucher DD Form 1544's with the cash deposited as listed on the deposit document.

Reserve Component Food Service

DD Forms 1544

USING CORRECT MEAL RATE

- Standard Rate
- Discount Meal Rate

CURRENT RATES

SPECIAL MEAL RATES

Reserve Component Food Service

QUESTIONS???